

CITY OF HELENA



Position Title: Ass't Chief/Training Officer **Department:** Fire
Position #: 2321 **Grade:** 157
EEO Category: (04) Protection/Svs **FLSA:** Exempt
EEO Function: (05) Fire Protection **Work Comp Code:** 7704

DEFINITION

Under administrative direction, to participate in directing, managing, supervising, and coordinating Fire Department programs and activities; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Fire Chief.

SUPERVISION RECEIVED

Supervised by Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in the management, supervision, organization and operational activities for the Training Division and Special Operations Division including researching, developing, establishing, and implementing training and operational procedures for the Fire Department.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Fire Department; identify resource needs; recommend and implement policies and procedures for reviewing plans, conducting inspections, investigating fire loss incidents and related activities as required.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Fire Chief; direct the implementation of improvements.

Plan, develop, coordinate, and implement the full range of training programs for the Fire Department; prepare lesson plans and training manuals; plan and schedule training exercises; teach classes in classrooms and at the training grounds; test the knowledge and performance of fire personnel; ensure uniformity of methods, techniques, and procedures throughout the Fire Department; work with employees to correct deficiencies; maintain records of participants and material taught in training sessions.

Assist in the planning, directing, coordinating, and reviewing of the work plan for the Fire Department; meet with staff to identify and resolve problems; schedule staff and assign work activities and projects; monitor work flow; review and evaluate services, methods, and procedures.

Participate in the development and administration of the Fire Department budget; forecast additional funds needed for equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Evaluate new fire prevention and suppression products and make recommendations to the Fire Chief regarding possible purchases.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; negotiate and resolve significant and controversial issues.

Important & Essential Duties cont.:

Provide responsible staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to City Fire Department programs, policies, and procedures as appropriate.

Maintain accurate and complete records and files including those related to fire losses, inspections, investigations, and fire deaths and injuries.

Respond to emergency incidents on an on-call basis; perform functions within Incident Command System such as Safety Officer, Operations Officer or Incident Commander.

Enforce the Uniform Fire Code.

Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.

Review and assess training needs and available programs.

Conduct inspections of equipment and personnel to ensure readiness for emergency calls.

Participate in accident investigation and review.

Evaluate existing fire safety conditions, and federal, state and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.

Serve as the Fire Department Health and Fitness Officer.

Participate in the development and revision of promotional exams, chair promotional boards; review exams for courses not covered by the designated training school; approve exams.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of fire science.

Participate in labor negotiations with the City's labor unions.

Serve as Fire Chief upon the request or absence of the Fire Chief.

OTHER JOB RELATED DUTIES

Research and develop emergency medical services training for the Fire Department.

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of fire prevention and operations programs and functions.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Modern fire prevention, fire suppression, and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire fighting apparatus and equipment.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent Federal, State and local laws, codes and regulations including the Uniform Fire Code.

Procedures, methods, and techniques of emergency medical services including first aid and CPR.

Principles and techniques of public relations.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Occupational hazards and standard safety practices necessary in the area of fire prevention, suppression, investigation, inspection, and victim rescue.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Bloodborne pathogens and exposure control procedures.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, lifelines, belts, and couplers.

Operate modern office equipment including computer equipment.

Ability to:

Learn local geography including the locations of water mains and hydrants and the major fire hazards of the City.

Assist in providing administrative and professional leadership and direction for the Fire Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire prevention and operations services.

Manage and coordinate the work of professional, technical, and clerical personnel.

Apply modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.

Ability to cont.:

Conduct and oversee a variety of fire prevention, suppression, and operations activities.

Participate in the selection, supervision, training, and evaluation of staff.

Enforce regulations firmly, tactfully, and impartially.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Conduct and oversee a variety of fire prevention, suppression, and operations activities.

Participate in the selection, supervision, training, and evaluation of staff.

Enforce regulations firmly, tactfully, and impartially.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods procedures, and techniques.

Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.

Act quickly and calmly in emergencies.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare and deliver effective oral presentations.

Read and interpret maps, blueprints, and construction drawings.

Prepare and maintain accurate and complete records.

Prepare clear and concise comprehensive reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible fire prevention, EMS and suppression experience including two years of command position experience.

Training:

Having attended and completed NFPA 1021 Fire Officer II training, NFPA 1041 Instructor training.

Having attended Haz-Woper Incident Management training.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Montana driver's license.

Possession of, or ability to obtain Nationally Registered EMT-B certification.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____